STEP 1: Go to sbcc.edu/apply

STEP 2: Scroll down and click on FIRST TIME TO COLLEGE.

*Taken Dual Enrollment Classes? You still need to do this application because you will be an incoming Freshman.*

STEP 3: Click on APPLY to SBCC.

STEP 4: Scroll down and click on APPLY NOW for FALL 2020.

STEP 5: Click on CREATE an ACCOUNT.

STEP 6: Click on BEGIN CREATING MY ACCOUNT.
**STEP 7:** Enter your **LEGAL NAME** (what’s on your birth certificate), **DATE of BIRTH**, and **SOCIAL SECURITY NUMBER**. Click on **CONTINUE**.

If you do not have a Social Security Number/Taxpayer Identification Number check the appropriate boxes. Some International Students, nonresident aliens, or others may not have a Social Security Number. If you do not have a SSN/Tax ID# then see an SBCC Rep to complete an AB540 form before you leave today. If you are unsure just ask an SBCC Rep.

**STEP 8:** If it says **CONTINUE CREATING YOUR ACCOUNT** continue by entering your email, telephone, and permanent address and click **CONTINUE**.

If it says **WE FOUND AN EXISTING ACCOUNT** then either answer security questions or have an email sent to you. If you can’t find your account then check in with one of the SBCC Reps that are available.

**STEP 9:** Create your **CCCApply USERNAME & PASSWORD**.

WRITE your **USERNAME & PASSWORD** down/put it in your phone.

**STEP 10:** Create your **CCCApply 4 DIGIT PIN** (if it prompts you to create one).

**STEP 11:** Create your **ANSWERS** to the **3 SECRET QUESTIONS** & CLICK **CONTINUE**.
**STEP 12:** WRITE down/take a picture of your CCCID and click CONTINUE.

**STEP 13:** Click START NEW APPLICATION.

**STEP 14:** Click on the TERM APPLYING FOR. YOU WILL CLICK ON THE FALL 2020 TERM.

**STEP 15:** Choose an EDUCATIONAL GOAL. It is okay if you are not sure about your goal. Choose the answer that best fits your current goals, you can change it at anytime. **MAKE SURE to CHOOSE one of the FIRST 4 LISTED.**

**STEP 16:** Choose your PROGRAM of STUDY/MAJOR. It is okay if you are not sure about your major. Choose the answer that best fits right now, you can change it at anytime. **DO NOT CHOOSE** Dual Enrollment, Life Enrichment, or Undeclared.

Then CLICK Continue.
**STEP 17:** Review ACCOUNT & MAILING INFORMATION.

**STEP 18:** Choose COLLEGE ENROLLMENT STATUS.

YOU WILL CHOOSE First-time student in college (after leaving high school).

**STEP 19:** Answer the HIGH SCHOOL EDUCATION questions.

Make sure to answer correctly.

**STEP 20:** Answer YES or NO to “attended high school in California for 3 or more years”.

If you are unsure how to answer ask an SBCC Rep for help.
**STEP 21:** Answer **LAST HIGH SCHOOL ATTENDED** questions with your HS information and then **TYPE IN YOUR HIGH SCHOOL & SELECT** from the list. **MAKE SURE YOU CHOOSE THE RIGHT High School Name.** If you don’t it will create problems like being ineligible for The Promise.

Enter the name or city of your high school or homeschool organization. Then make a selection from the list. **MAKE SURE YOU CHOOSE THE RIGHT High School NAME!!!**

**STEP 22:** Answer **HIGH SCHOOL TRANSCRIPT INFORMATION**

**ANSWER THIS INFORMATION BASED ON YOUR HS TRANSCRIPTS. IF UNSURE MAKE SURE TO ASK AN SBCC REP. DO NOT GUESS OR ESTIMATE!**

Once you choose your **HIGHEST COURSES TAKEN** it will ask your **GRADE.** If you aren’t sure about your **GRADE LOOK AT YOUR TRANSCRIPTS. DO NOT GUESS/ESTIMATE.**

**STEP 23:** Answer **CITIZENSHIP STATUS.** If you are unsure how to answer ask an SBCC Rep.

**Are you AB540?**

Students (who don’t have residency) who have attended high school in California for 3 or more years and earned a high school diploma or its equivalent (i.e. GED) are AB540 students.

If you are AB540 you will **ANSWER = “Other”** and check the box next to “No documents” & **COMPLETE the AB540 FORM** with an SBCC Rep TODAY.
**STEP 24:** Answer MILITARY/MILITARY DEPENDENT question.

**STEP 25:** Answer CALIFORNIA RESIDENCE, OUT-OF-STATE ACTIVITIES, and SPECIAL RESIDENCY CATEGORY questions.

*It is VERY IMPORTANT to answer these questions correctly.*

**STEP 26:** Answer NEEDS & INTERESTS questions.

- Main Language
- Financial Assistance (TANF/CalWORKS=Food Stamps/Cash Aid)
- Athletic Interest
- Programs and Services (YOU CAN LEAVE THIS BLANK)

**STEP 27:** Answer DEMOGRAPHIC INFORMATION questions.

- Gender/Transgender and Sexual Orientation questions are **OPTIONAL**.
- Parent/Guardian Educational Levels: If you don’t know answer the best you can.
- Race/Ethnicity

**STEP 28:** Answer FUTURE TRANSFER PLANS question.

*It’s OK if you are UNSURE. Answer what you are thinking about doing today.*

*You can change this at any time.*

**STEP 29:** Answer PRIMARY LANGUAGE question.

**STEP 30:** Answer EMPLOYMENT EXPECTATION question.

*It is OK if you are UNSURE. Answer what you think it will be or what you are working now.*
STEP 31: Answer SBCC PROMISE question.

SBCC Promise

I completed my secondary education within the Santa Barbara Community College District (Southern Santa Barbara County from Gaviota to Carpinteria) as part of the 2015-2016 [or after] graduating high school class and I consent to releasing my application information to the SBCC Foundation to determine if I am eligible to receive funds to cover required fees, books and supplies.

Yes, I consent/ I would like more information

If you meet the SBCC PROMISE ELIGIBILITY GUIDELINES LISTED ANSWER

Yes, I Consent

IF YOU DON'T THEN ANSWER NO.

If unsure then ask an SBCC Rep.

STEP 32: Answer SUPPORT SBCC question.

Support SBCC

I am interested in learning about the Foundation for SBCC and ways to support SBCC and its students.

-- Select --

Most students answer NO to this question.

STEP 33: CONSENT: This is so CCCApply has your consent to send SBCC your application information.

Request for Consent to Release Information

The community colleges you attend and the Chancellor's Office of the California Community Colleges request your help. We ask that you agree to allow us to release necessary personal information about you to various agencies and organizations so we can do research, plan programs and other special services to you (such as transfer opportunity information or state-financial aid). If you do not agree to give your consent, your information will not be used, except for commercial purposes, released to the public, or given to other government agencies for purposes of determining benefits (other than financial aid), except where specifically required by law. In addition, if you do consent to release of your information, those organizations and agencies to which your information is given are prohibited by law from using it for any unauthorized purpose or reselling it to anyone else. If you do not give your consent, personal information about you will not be shared with other organizations or agencies except where allowed by law. You should also know that answering 'no' to this question will not prevent release of certain directory information about you. To learn more about directory information or how to block its release, see the Privacy Policy.

I consent

Click on I CONSENT

STEP 34: Check BOTH “By Checking Here” Boxes.

You are about to submit your application to Santa Barbara City College. NO CHANGES can be made to your application once it is submitted.

STEP 35: Click on SUBMIT MY APPLICATION.

STEP 36: Take a PICTURE of the CONFIRMATION PAGE/Write down your CCCID and Confirmation Number. Close out the CCCApply page.
STEP 37: Go to sbcc.edu and click on PIPELINE.

Although it can take up to 24 hours to be able to log onto your Pipeline Account many students can log on immediately or within 15-30 minutes. Go ahead and start STEP 37 now. If it doesn’t work then wait another 10 minutes and try again. If after 15-30 minutes it still doesn’t work let one of the SBCC Reps know that it has been over 15 minutes.

STEP 38: Click on FIND ACCOUNT.

STEP 39: Type in FIRST NAME, LAST NAME, BIRTH DATE, and LAST 4 DIGITS of Social Security Number OR the LAST 4 DIGITS of your CCCID and click LOOK UP.

YOU CAN USE THE LAST 4 DIGITS OF YOUR SOCIAL SECURITY # OR THE LAST 4 DIGITS OF YOUR CCCID FROM THE APPLICATION.

STEP 40: IF you DON’T receive this message move on to STEP 41.

IF YOU DO NOT SEE “NO RECORDS FOUND” GO TO STEP 41

*IF AFTER 20 minutes you are still getting “No Records Found” talk to an SBCC Rep.
**STEP 41:** Select your **SECRET QUESTION** and **ANSWER** and then click **SUBMIT**. Make it something you will remember. You will need this if you ever forget your Username/Password.

![Secret Question and Answer](image)

**STEP 42:** CREATE a **NEW PASSWORD** (needs to be between 8-15 characters) and then Click **CHANGE PASSWORD**.

![Create a new Password](image)

**STEP 43:** WRITE down/put your **PASSWORD** and **USERNAME** in your phone. Then CLICK on **CLOSE THIS WINDOW**.

![Write down/put your password and username](image)

**STEP 44:** **WAIT 5 MINUTES** then enter your **PIPELINE USERNAME** and **PASSWORD/LOGON** to **PIPELINE** and **CLICK LOGON**.

![Pipeline login](image)

**STEP 45:** Click on **SBCC PIPELINE PORTAL**.

![Click on SBCC Pipeline Portal](image)

Use your Pipeline Card to write down your username.
**STEP 46:** Click on STUDENT TAB at top of page.

**STEP 47:** Click on REGISTRATION.

**STEP 48:** Click on CHECK YOUR PRE-REGISTRATION REQUIREMENTS and APPOINTMENT.

**STEP 49:** SELECT a TERM and click SUBMIT.

**STEP 50:** After clicking on SUBMIT you will be able to see your REGISTRATION DATE and TIME. You can register on or after this date and time. WRITE this in your down/put in your phone.

*If you are unable to view your Registration Date for the term you are applying for, please check back at a later time and continue to Step 51.*

**STEP 51:** FIND YOUR K# (SBCC Student ID #) on the top right hand corner of the screen and WRITE IT IN DOWN ON YOUR PIPELINE CARD/PUT IT IN YOUR PHONE. YOU WILL NEED TO KNOW THIS/KNOW WHERE TO FIND IT. It is how the College identifies you in our systems. You will also need to provide your K# to an SBCC Rep before you leave so you get credit for today.

Close out and sign off of your Pipeline Account and move on to STEP 54 on the next page to finish signing up for THE SBCC PROMISE PROGRAM.
**STEP 52:** Go to sbccpromise.org and CLICK on SIGN UP.

**STEP 53:** Click on SIGN UP towards the bottom of the page.

**STEP 54:** Use your PIPELINE USERNAME and PASSWORD to LOGIN.
**STEP 55:** After LOGGING IN with your PIPELINE USERNAME and PASSWORD the following MESSAGE will POP UP. Move onto **STEP 56.** IF this message DOES NOT POP UP don’t worry. It just means that your application hasn’t been received by the Promise yet. It can take a few hours. You can try again later on your own OR opt-in at our Registration Workshop in May. Now continue to **STEP 58.**

**STEP 56:** At bottom of page CLICK ON “OPT IN TO THE PROMISE”

**STEP 57:** Click SUBMIT

- Opt-in: Yes, I would like to participate in the SBCC Promise. I have read and agree to the eligibility terms above. I understand that if I do not meet the eligibility requirements by the deadline listed, I will be removed from the SBCC Promise contract and will have a balance due for my enrollment/tuition, fees, books and supplies.
- Opt-Out: No, I choose not to participate.

**STEP 58:** !!!READ ME & FOLLOW THESE INSTRUCTIONS!!!

- Leave this packet at this computer.
- Have/know your K#/SBCC Student ID#.
- Have your printed transcript (if you have one).
- CHECK OUT WITH an SBCC REP BEFORE LEAVING. They will take your K# and printed transcript (if you have one) and they will excuse you.